



With the major motorway networks of the A1 and M62 and the Business Centres of Doncaster, Leeds, Wakefield and York only a short distance away, Wentbridge House is a four-star hotel with 41 bedrooms, located in a quiet oasis, surrounded by 20 acres of gardens and grounds in the beautiful Went Valley.

Wentbridge House is easily accessible, just ½ mile off the A1 and 4 miles south of the M62/A1 interchange. There is ample free parking and a complement of individual conference rooms suitable for every type of business event from small meetings to large seminars, presentations and dinners for up to 130 delegates.

Meeting Advantage

Focusing on Meetings & Conferences - A successful meeting requires detailed and thorough planning. Wentbridge House will provide you with the highest level of service and hospitality and supply the following essential qualities to ensure that your event is successful and memorable.

- You are dealing with an organisation totally dedicated to providing you with a service that meets your conference, meeting or event requirements. We believe in raising industry standards.
- In all our communications we aim to behave with openness, trust and integrity.
- Services of our dedicated conference and event staff to help you with every aspect of your conference planning, organisation and administration, with a flexible and attentive approach to your requirements.
- A well organised meeting room of individual design and character, correctly set up, in line with your specified requirements and equipped as instructed. If you need anything at the last minute, we will do everything possible to do this for you.
- Your main conference room will be serviced and refreshed during all meal breaks.
- Telephone messages and faxes will be given immediate attention and delivered promptly in accordance with your chosen system.
- Full Fire safety instructions will be provided.
- In addition to the delegate rates offered, a corporate rate is available for regular clients and individual room hire rates are available on request. Regular special offers are available on our website.

After a long day's work, relax and unwind in the comfort of Wentbridge House. Award-winning food and wines, carefully designed and thoughtfully furnished bedrooms..... everything you need is here.



Wentbridge House Hotel, Restaurant & Brasserie, The Great North Road, Wentbridge, Pontefract, West Yorkshire, WF8 3JJ | Telephone: (01977) 620444 | Fax: (01977) 620148
Email: salesteam@wentbridgehouse.co.uk | Website: www.wentbridgehouse.co.uk



Conference Tariff 2009

For meetings of 8 or more, we have put together a day delegate and residential delegate rate package. Our event co-ordinators will work with you to fulfil your specific needs. Smaller meetings will be dealt with individually – from deciding upon the room(s) most suitable for your event, choosing menus and audio visual equipment and offering suggestions that have been carefully matched to your requirements. Room only rates are available for half or full days.

Standard Day Delegate Rate | £45 per person inclusive of VAT

- Main conference room hire
- Welcome tea, coffee and biscuits
- Mid-morning coffee with warm Danish pastries
- Buffet or served lunch with coffee (special dietary requirements can be accommodated on request)
- Afternoon tea with biscuits
- Complimentary Wireless hi-speed internet access

Advantage Day Delegate Rate | £50 per person inclusive of VAT

- Main conference room hire
- Welcome tea, coffee and orange juice with Bacon ciabattas
- Mid-morning coffee with warm Danish pastries
- Buffet or served lunch with coffee (special dietary requirements can be accommodated on request)
- Afternoon tea with biscuits
- Complimentary Wireless hi-speed internet access
- LCD Projector
- Individual soft drinks
- A bowl of seasonal fresh fruit

Conference rooms are equipped with:

Delegate name cards	Daily newspapers
Fruit cordials and mineral water	Sweets
Notepaper and pens	Flipchart and markers
Overhead projector and screen	Complimentary Wireless or wired hi-speed Broadband

Residential Delegate Rates

- Overnight accommodation
- Full Yorkshire breakfast
- Mid-morning coffee with warm Danish pastries
- Buffet or served lunch with coffee (special dietary requirements can be accommodated on request)
- Afternoon tea with biscuits
- Three course dinner menu with coffee
- Main conference room hire
- Complimentary accommodation and breakfast is offered to partners sharing a delegate's bedroom, with food and beverage charged as taken.
- A bowl of seasonal fresh fruit
- Free use of the local Fitness First Gym – 10 minutes away by car
- Complimentary newspaper

**From £150.00 per person inclusive of VAT (Monday – Thursday), from £110.00 per person (Friday – Sunday)
From £100.00 per person inclusive of VAT sharing a twin or double bedded room**



Conference Lunch Buffet Menus

Our Head Chef has created the two different types of menu below for those taking a buffet lunch as part of a delegate rate.

Working Lunch – served in your meeting room

Freshly baked breads filled with:

Somerset Brie and plum tomato

Roast beef, horseradish

Bacon, lettuce, tomato

Honey roast ham and mustard

Chicken and avocado with mayonnaise

Smoked salmon and cream cheese

Caesar salad

Tomato, basil and mozzarella salad

Home-made chips or Rosemary roasted potatoes

Fresh fruit platter

Double chocolate brownies or carrot cake

Selection of teas and coffee

Selection of British cheeses (£4.00 supplement per person)

Fork Buffet – served in a separate room

Main Dishes – please choose two dishes from the selection below

Home-made cottage pie

Mild chicken curry with rice

Scottish beef and ale pie

Chicken and bacon casserole flavoured with tarragon

Traditional lamb hot pot

Honey and mustard glazed baby gammon joint, caramelised apples

Fillet of scottish salmon, crab and lobster butter

Woodland mushroom and spinach pithivier

Provençal vegetable lasagne with smoked applewood cheese sauce

Sausage casserole with herb mash, onion gravy

Salads – please choose three salads from the selection below

Salad of rocket, mango, cashew nuts, basil dressing

Tomato, basil and mozzarella salad

Smoked salmon and new potato salad, crème fraiche

Wentbridge House coleslaw

Mixed leaf salad with cherry tomatoes, honey and lemon dressing

Traditional Waldorf salad

Caesar salad

Also included

Assorted breads: focaccia, ciabatta, walnut, sun-dried tomato

Rosemary roasted potatoes or home-made chips with Wentbridge ketchup

Desserts – please choose two desserts from the selection below

Lemon and lime tart

Fresh fruit salad, double cream

Fresh strawberries and melon, double cream

Chocolate brownie, cornish cream

Pear, apple and ginger crumble, custard

Bakewell tart, crème anglaise

Apple tart, whipped cream

Selection of teas and coffee



Conference Served Lunch Menus

If you decide on a served lunch, a two course menu will be available to delegates for selection on the day based on the Head Chef's composition of fresh seasonal foods. You are welcome to either request a starter and main course menu or main course and dessert menu. Examples of these menus are listed below.

Sample Menu 1 – Starter and Main Course

Hot smoked salmon and spring onion fish cake, tomato and garden herb aioli, pea shoot salad

Seven hour confit of duck and spinach salad, cherry tomatoes, pickled walnuts, extra virgin olive oil

Asparagus, poached organic duck egg, Hollandaise sauce

~ ~ ~

Char-grilled Chicken Caesar Salad, Smoked Bacon and Parmesan

Wentbridge House 'fish and chips', minted pea pûrée, tartare sauce

Rump of Yorkshire lamb, pan roast potatoes, rosemary and tomato fondue

~ ~ ~

Freshly Ground Coffee

Sample Menu 2 – Main Course and Dessert

Smoked chicken, butternut squash and radicchio risotto, Grana Padano Parmesan

Wentbridge organic burger, smoked applewood cheese, bacon, red onion relish and real chips

Grilled fillet of salmon, fennel and vine-ripened tomatoes, scallop broth

~ ~ ~

Sticky toffee pudding, caramel sauce, Yorkshire cream ice cream

Vanilla Crème Brûlée, strawberry compote, tuille biscuit

Yorkshire Blue and Mature Cheddar Cheese, Biscuits, Celery and Chutney

~ ~ ~

Freshly Ground Coffee



Wentbridge House holds 2 AA Rosettes for excellent quality of food



Meeting Advantage

Maximum Meeting Room Capacities

Function Room	Theatre	Classroom	Boardroom	U-Shape	Banquet / Dinner	Air-Con	Natural Daylight	Location
Crystal Suite	130	90	50	40	130	Yes	Yes	Ground
York Room	30	12	20	19	22	No	No	Ground
Leatham Suite	75	36	34	25	40	No	Yes	Ground
Gascoine Room	18	8	12	12	N/A	No	Yes	Ground
Tudor Room	24	18	18	18	24	Yes	Yes	Ground

Function Room	Length (m)	Width (m)	Height (m)	Area (m)
Crystal Suite	14.9	10	3.25	149
York Room	7	6.6	2.9	46.2
Leatham Suite	14.5	6.3	2.6	91.4
Gascoine Room	6.3	5.05	2.6	31.8
Tudor Room	7.8	4.8	2.8	37.4

Selection of Audio Visual Equipment Available

Overhead projector and screen
 Slide projector and screen
 Television and video
 Flipchart and markers

Plasma screens
 DVD player
 Radio microphone
 Multi-media LCD projector

Audio visual equipment can be supplied by prior arrangement and prices are available on request.



Conference Booking Terms and Conditions of Business

All bookings are only accepted on the understanding that all conditions listed below form the basis of our contractual obligations. Failure to comply with any part of these conditions will be deemed to make our obligations null and void. Wentbridge House reserves the right to waive all or part or to change or add to these conditions at our discretion.

1. RESERVATIONS

Our facilities can be reserved provisionally but in the event that another client wishes to confirm the same date, then we would contact you to ascertain the status of the function. A booking will only become confirmed upon receipt of the signed Terms and Conditions of Business form, completed credit application form and deposit or company / personal credit card details as appropriate.

2. DEPOSITS

Wentbridge House has the right to request non-refundable deposits and reserves the right to cancel the event if the appropriate deposits are not received within the specified time limit.

3. NUMBERS ATTENDING

Details of final numbers attending should be given to Wentbridge House as soon as possible but at least **three working days** prior to the event. The charge to the client will be based on either the actual number attending or the guaranteed minimum number, whichever is the greater.

Where the booking includes accommodation, full details of the number of people staying, together with the type of accommodation and length of stay must be confirmed at least 14 days before the date of arrival.

4. CANCELLATION BY THE CLIENT

All cancellations must be confirmed in writing. If a confirmed booking is cancelled within 28 days of the event, the business will be evaluated and a cancellation charge, outlined below, will be payable.

Cancellation 21-28 days prior to the event	50% of the total anticipated revenue, less any deposits
Cancellation 14-21 days prior to the event	75% of the total anticipated revenue, less any deposits
Cancellation within 14 days of the event	90% of the total anticipated revenue, less any deposits

In every case, if Wentbridge House is able to re-let the room(s), the resulting revenue will be deducted from the cancellation charge.

5. CANCELLATION BY WENTBRIDGE HOUSE

In the unlikely event that Wentbridge House has to cancel your booking, you will receive any advance payments made, although Wentbridge House will not have any other liability. Wentbridge House may cancel the booking under the following circumstances;

- If the hotel or any part of it is closed due to events beyond our control
- If the client becomes insolvent or enters into liquidation or receivership
- If the client is more than 30 days in arrears with Wentbridge House
- If the booking might prejudice the reputation or cause damage to Wentbridge House

6. SETTLEMENT OF ACCOUNT AND CREDIT FACILITIES

Final accounts must be settled before leaving Wentbridge House unless credit facilities have been agreed in advance. A credit application form is available on request if you are not recognised as a credit customer. In the case of approved credit account guests, our account will be despatched within 7 days of the event and payment is required within 30 days of the event date. We reserve the right to charge interest at 2% over Wentbridge House bankers base rates on amounts materially overdue for settlement.

7. PRICES

All prices in the conference package are current at the time of going to print. Wentbridge House reserves the right to amend prices when a situation arises beyond the control of the hotel, for which prior notice will be given. Prices may be adjusted to allow for changes in either VAT or other Government taxes and currency fluctuations.

8. ADVERTISING

No advertisement, public or otherwise, of any function at Wentbridge House may be exhibited without written prior permission.

9. CLIENTS USE OF THE HOTEL

Whilst you and / or your guests are occupying the property of Wentbridge House, it would be appreciated if every effort is made to safeguard the existing fittings, fixtures and decorations. Any damage caused shall be restored by Wentbridge House and the cost incurred will be recharged to the client / hirer.

10. LOSS OR DAMAGE TO PROPERTY

Wentbridge House shall not be liable for any loss or damage to the property of guests or any such person as may so occupy the premises except within the constraints of the Hotel Proprietors Act 1956.

11. HEALTH & SAFETY

Guests using the facilities at Wentbridge House must comply with all the regulations concerning licensing, fire and health and safety. The client's organiser for each event must make the attendees knowledgeable of the Hotel fire procedures.

12. LIABILITY

Save as contained in statute Wentbridge House will not be liable or responsible for any loss, damage, inconvenience or annoyance.

13. GENERAL

The hotel management reserves the right at all times and under all circumstances to refuse admittance or service to any person or persons considered as undesirable.